February 5, 2008

Message from State Superintendent Christopher A. Koch

I hope everyone is safe after the winter storms that have blanketed so much of Illinois, and hopefully you’ve finished digging out. This has been a reminder of the fickle nature of Illinois weather and why we love it so much. On Tuesday, we saw the temperature plummet more than 50 degrees in less than 12 hours in some places, and I drove through one of the worst white-knuckle experiences of my life on my way back from Joliet, after speaking with the Three Rivers division of the Illinois Association of School Boards. Then on Friday, I headed north from Springfield just in time to drive through another round of wintry weather.

It’s times like last week that make me truly appreciate the men and women who drive our school buses day in and day out. It can sometimes be a thankless job, but a very important job. I know school bus drivers take the responsibility of transporting our children very seriously, and I think we should all thank them. Please feel free to forward this column to them and let them know my sincere appreciation of their commitment to our kids.

On another issue, I would like to talk to you about the Move and Crunch Challenge for Principals. Our elementary schools do focus on reading, writing and arithmetic, but I am a firm believer that we must educate the whole student, mind and body.

The Move and Crunch Challenge for Principals is one way to create a healthy environment at your elementary school and help build a stronger community within your school by involving students, parents, faculty and staff. Its purpose is to create role models for students in making healthy food choices and leading an active lifestyle.

Your elementary school must be a Team Nutrition School to compete in the challenge; if your school is not already signed up, then you can find more information at http://teamnutrition.usda.gov/. You will pick one week in March to participate in the challenge, working with staff to plan a fun week of challenges for the entire school community. During your challenge week, you will need to record each day (5-day school week) that you met the daily recommendations for physical activity and for eating fruits and vegetables.

This is a great activity for you to use to involve the entire school by encouraging a daily walk with the principal or some other special activity with students and staff. You can have guest speakers give presentations to students, such as a fitness instructor, chef, dietician or local farmer. Students can work together on special projects within the classroom or special study units, and you could work with your district food vendors to have a different vegetable or fruit featured every day in the cafeteria.

With so many stories in the news about American children and obesity, I think we need to spend part of our time educating students about making healthy choices in life, and making sure they know how to properly maintain their bodies as they grow older.

Principals are seen as role models, leaders of school communities, and I think your participation could help show students a path to a healthier life.

Thanks, and I am looking forward to spring.

Chris

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**Upcoming Deadlines**

- **Deadline to develop and implement plan to operate summer meals program, if required by PA 95-0155** – February 15, 2008
- **Student applications for National Science Youth Camp** – February 18, 2008
- **Non-Certified Staff Salary Study survey** – February 29, 2008
- **Technology Integration Plan** – March 1, 2008
- **Charter Planning Grant applications & Charter Implementation Grant applications** – April 30, 2008
- **Deadline for waiver applications to be considered by the General Assembly in Fall 2008** – Friday, August 8, 2008
- **Annual Superintendents’ Conference** – Monday, Sept. 29 & Tuesday, Sept. 30, 2008

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**Resources for Superintendents**

**Chart of Deadline Dates**

A chart of deadline dates is now available online at http://www.isbe.net/pdf/deadline_dates.pdf. The purpose of this chart is to alert district personnel to significant dates for required state information or state processes. The dates noted are “due” dates. When available, a dissemination date is stated. All of the grant applications and Requests for Proposals (RFPs) noted herein are subject to annual appropriations.

**Annual Superintendents’ Conference Dates Announced**

The Illinois State Board of Education will host the **Annual Superintendents’ Conference** on Monday and Tuesday, Sept. 29 and 30, 2008 (http://www.isbe.net/supts_conf/date_saver.pdf). This year, the conference will be held at the **Crowne Plaza Springfield**. Information will be posted on our website at www.isbe.net as it becomes available.

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**School Business & Support Services**

**Rule Changes for Illinois Program Accounting For School Districts & Joint Agreements**

(23 Illinois Administrative Code - Parts 100, 110, 125)

New rules have been enacted that represent a comprehensive updating of the Program Accounting Manual (Part 110), which was last revised in 1994. While the new text addresses many of the same issues as have always been included, the rules have been streamlined to the extent possible.

The new material is being placed into a new Part 100 with a new, more descriptive title. That new Part will eventually replace both current Part 110 and current Part 125 beginning with the 2008-2009 school year. However, those existing rules will need to be retained through the 2007-2008 school year to allow for planning time and software changes.
• **Part 100 (Requirements for Accounting, Budgeting, Financial Reporting, and Auditing)**

• **Part 110 (Program Accounting Manual)**
  An amendment making clear that the provisions of Part 110 will remain in effect only through June 30, 2008 (after which they will be replaced by the requirements of Part 100).

• **Part 125 (Student Activity Funds and Convenience Accounts)**
  An amendment making clear that the provisions of Part 125 will remain in effect only through June 30, 2008 (after which they will be replaced by the requirements of Part 100).

All ISBE rules are posted on the agency’s web site at [www.isbe.net/rules](http://www.isbe.net/rules); choose “Rules Currently in Effect;” then, click on each title to review the complete text. IPAM rule changes, specifically with a summary of the notable changes in the new Part 100, are posted at [http://www.isbe.net/finance/interest.htm](http://www.isbe.net/finance/interest.htm) under “Items of Interest”.

If you have any questions, please contact Ken Wargo or Lou Ferratier, School Business Services, at 217-785-8779 or by e-mail finance1@isbe.net.

**Health/Life Safety Processing System**

On January 16, the new web-based Health/Life Safety Processing System (H/LSPS) was released into production. Via the Illinois State Board of Education’s web portal, known as IWAS, the H/LSPS features online submission of ten year surveys, amendments, ROE annual reports, and annual inspection reports. Please note: beginning January 15, 2008, paper ten year surveys, amendments, ROE annual reports, and annual inspection reports will no longer be accepted by ISBE. The new H/LSPS must be utilized to create and submit electronic ten year surveys, amendments, ROE annual reports, and annual inspection reports.

During October, November, and December, training for Regions, School Districts and Architects was delivered at various locations throughout the state.

To learn how users external to ISBE can create and submit ten year survey and amendment data, annual inspection reports, and annual ROE reports for school district buildings maintained in a facility inventory listing, an instruction manual for the new H/LSPS can be accessed by visiting the web link: [http://www.isbe.net/construction/health_safety/pdfs/HLS_Instruction_Manual.pdf](http://www.isbe.net/construction/health_safety/pdfs/HLS_Instruction_Manual.pdf).

If you have any questions, please call the School Business & Support Division at 217-785-8779 for:

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Question Topic</th>
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<tbody>
<tr>
<td>Mary Baksys</td>
<td>H/L S Processing System Questions</td>
</tr>
<tr>
<td>Agnes Conrad</td>
<td>Survey/Amendment Questions</td>
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<tr>
<td>Eric Abaca</td>
<td>Survey/Amendment Questions</td>
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</tbody>
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**Funding & Disbursements**

**Three Year Audit Adjustment Spread Application Policy**

Districts that receive large negative audit adjustments for major programs such as General State Aid, Transportation or Special Education due to audits conducted by the Division of External Assurance may qualify to have their audit adjustment spread over a period of three years. A district may qualify for a three year audit spread if they meet one or more of the following criteria:

- Applying the aggregate negative adjustment will put the local education agency’s composite fund balance as negative (i.e. O&M, Transportation, Education and Working Cash) per the most recent Annual Financial Report, or;
- The local education agency is designated as “financial watch” on the most recent financial profile, or;
- The local education agency is already operating in a negative composite fund balance, or;
- The local education agency is able to offer evidence that demonstrates that the negative audit will create substantial financial difficulty.

Requests for an audit spread must be received in writing to the Illinois State Board of Education, Division of Funding and Disbursement Services within 10 working days of the date of the audit closing conference for the district. Timely requests are critical as audit application impacts final statewide calculations for the major state
programs. If you have any questions regarding this information, please contact the Division of Funding and Disbursement Services at 217-782-5256.

**FY 2008 General State Aid Hold Harmless**

On January 11, 2008 the Budget Implementation Bill (BIMP) received final approval and established $5,734 as the foundation level for FY 2008. Districts receiving less gross General State Aid under the formula than they received in the 1997-98 school year qualify for a Hold Harmless amount. This year, 80 districts qualified for Hold Harmless funding. However, due to insufficient FY 08 appropriation, qualifying districts will only receive 88.1% of the amount calculated. The payments were vouchered January 31, 2008 and have been forwarded to the Office of the Comptroller.

**Electronic Grants Management-Budget Summary Enhancement**

A helpful enhancement is now available to the budget summary screen for all grants currently available in the electronic grants management systems. The budget summary enhancement includes a net change amount for each budgeted cell indicated with a plus (+) or minus (-) value. The net change will be displayed below the revised budget amount. The net change amount is calculated by comparing the last approved budget to the most current budget being viewed. This enhancement will assist local education agencies by clarifying budget changes before submitting a budget amendment to ISBE.

**School Safety and Educational Improvement Block Grant**


Average daily attendance (ADA) data from the prior school year is used to calculate two payments on October 30 and April 30 each year. Beginning with the second payment of this school year, which will be paid out this spring, more than 700 State-recognized, nonpublic schools will be allowed to transmit their ADA from the 2006-07 school year and participate in this program. The FY2008 budget does not include a separate appropriation for these nonpublic schools. Therefore, the $75 million FY2008 appropriation will be divided among both public and nonpublic schools and public school districts will see an April payment that is less than the one received in October. After the nonpublic attendance data is received and the payment recalculated, you will receive notice of the adjusted payment, probably in mid-April.

**Nutrition**

**Celebrate Nutrition Events this March**

Did you know March is full of nutrition related celebrations, events, and trainings? See the brief descriptions below and plan to participate in one or all of these special celebrations this March.

**National Nutrition Month®**

The 2008 theme for National Nutrition Month® (NNM) is Nutrition: It's a Matter of Fact . . . For more information and resources for NNM, visit the website for nutrition education resources, promotional ideas, and a link to the 2008 catalog at http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/NNM_2008_home.htm.

**National School Breakfast Week, School Breakfast: Fuel Your Imagination, March 3–7, 2008**

Visit http://docs.schoolnutrition.org/meetingsandevents/nsbw2008/index.html for menus, recipes, logos, a proclamation, and contests to plan and conduct a successful National School Breakfast Week promotion in your school or school district. Also visit www.isbe.net/nutrition and click on School Breakfast Because for more information on School Breakfast in Illinois.

**Curriculum & Instruction**

**Release of the Health Education Curriculum Analysis Tool (HECAT)**

CDC announces the initial release of the Health Education Curriculum Analysis Tool (HECAT) available at CDC's website: www.cdc.gov/healthyyouth.

The Health Education Curriculum Analysis Tool (HECAT) can help school districts, schools, and others conduct a clear, complete, and consistent analysis of health education curricula based on the National Health Education Standards and CDC’s Characteristics of Effective Health Education Curricula. The HECAT results can help schools select or develop appropriate and effective health education curricula and improve the delivery of health education. The HECAT can be
customized to meet local community needs and conform to the curriculum requirements of the state or school district.

The HECAT is currently available only through this website in PDF format. It includes an overview chapter; instructions to guide the overall coordination and organization of a curriculum review using the HECAT; chapters to analyze preliminary curriculum considerations (accuracy, acceptability, feasibility, and affordability) and curriculum fundamentals (teacher materials, instructional design, instructional strategies and materials); and modules to analyze concepts and skills in curricula that address alcohol and other drug prevention (AOD); promotion of healthy eating (HE); promotion of physical activity (PA); and tobacco use prevention (T). Other modules will be made available in the future, as they are completed.

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**Career Development & Preparation**

**Illinois Perkins State Plan Hearing Process**

To meet requirements under the Carl D. Perkins Applied Technology Act, the Illinois Community College Board and the Illinois State Board of Education held five regional meetings in 2007 with assistance from staff at the Office of Community College Research Leadership from the University of Illinois. The purpose of the meetings was to receive public feedback in the development of a five year state plan for career and technical education. The valuable feedback received was incorporated into the development of the Illinois Perkins State Plan. To fulfill the requirements of Section 122 of the Perkins Act of 2006, we are providing three additional opportunities for public testimony as indicated below:

**Chicago and Northern Illinois**

**Friday, February 8 – 10 a.m. to 1 p.m.**
DuPage Area Occupational Education System (DAOES) Technology Center of DuPage
Rooms: E and F
301 South Swift Road
Addison, IL 60101
For more information/directions: 630-620-8770

**Central Illinois**

**Monday, February 11 – 10 a.m. to 1 p.m.**
IL State Board of Education (ISBE)
Room: ISBE Board Room – 4th Floor
100 N. First St.
Springfield, IL 62777
For more information/directions: 217-782-4620

**Southern Illinois**

**Thursday, February 14 – 10 a.m. to 1 p.m.**
Office of Brian Cross, Regional Superintendent Hamilton/Jefferson Counties
Room: West Wing Conf. Room
1714 Broadway Street
Mt. Vernon, IL 62864
For more information/directions: 618-244-8040

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Hearing Procedures for Participants:

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**Early Childhood**

**New resource available online for families**

*When I’m 3, where will I be? A Family’s Transition Workbook* is now available online at: [http://www.isbe.net/earlychi/pdf/transition_workbook.pdf](http://www.isbe.net/earlychi/pdf/transition_workbook.pdf).

The new resource facilitates the transition from Illinois Department of Human Services (IDHS) Early Intervention services to Early Childhood Special Education.

The workbook, created through collaboration between the ISBE Early Childhood Division and IDHS Bureau of Early Intervention, will be used with families of children receiving early intervention services who are approaching their third birthday. It will help to ensure a smooth transition from early intervention to early childhood special education.

The ISBE Early Childhood Division and IDHS Bureau of Early Intervention work together to support IDHS Child and Family Connections (CFC) offices and Local Education Agencies (LEA) in meeting federal rules and regulations requiring the timely transition of children in early intervention to early childhood special education. CFC responsibilities include making the referral to the LEA, developing the transition plan and scheduling the transition meeting with the LEA and the family. LEA requirements include determining eligibility of children referred from early intervention and if eligible, developing and implementing an IEP on or before the child’s third birthday.
For general information contact Debbie Gheen at 217-782-4620 or at dgheen@isbe.net.

Illinois Perkins State Transition Plan

- The Illinois Perkins Five-Year Plan is posted online at www.isbe.state.il.us/career/default.htm and www.iccb.org

Public Comment

1. Comments may be submitted in person at any hearing. Submit a request to speak to Debbie Gheen (information above) by 5 p.m., Wednesday, February 6, and indicate which hearing you plan to attend.

Comment period will be a maximum of five (5) minutes with the time allocated based on the number of respondents.

2. Written comments may also be submitted by 5 p.m., Wednesday, February 6, to the address listed below.

Illinois Perkins State Plan
Illinois State Board of Education
Career Development and Preparation Division
Illinois Perkins State Plan Hearings
100 N. First St. E-240
Springfield, IL  62777
Phone – 217-782-4620
Fax – 217-782-0710

Electronic Comment

1. Electronic comments may also be submitted at anytime until 5 p.m., Wednesday, February 6, to:

   o Brian Durham, IL Community College Board – brian.durham@illinois.gov
   Or:
   o Mark Williams, IL State Board of Education – mawillia@isbe.net

Professional Development

14th annual Institute for School and Public Librarians (ISPL)

The 14th annual Institute for School and Public Librarians (ISPL) has been scheduled for Sunday, June 8 - Friday, June 13, 2008. This week of library related educational programs and activities will be held on the campus of Bradley University in Peoria and is sponsored by the Illinois State Library, in cooperation with Bradley University.

This Institute is an educational, information rich, and very rewarding week. Programs focus on basic skills and knowledge needed by school and public librarians to serve patrons and students. Program topics include reference, collection development, dealing with different personality types, technology issues and trends, grant writing, developing effective patron programming and more. ISPL offers opportunities to gather knowledge and develop job-related skills that will enhance the attendees' abilities to provide better library services for their patrons/students.

Lodging, all meals, handouts, and educational resource materials are provided for the attendees. The only cost incurred by participants is a $50.00 registration fee. A Library Services and Technology Act (LSTA) grant covers all additional costs, with funding provided by the Illinois State Library, a Division of the Office of Jesse White, Secretary of State and State Librarian. The State Library administers LSTA grant funding provided by the federal Institute for Museum and Library Services (IMLS).

Applications should be submitted via fax at 217-782-1877 on or before Thursday, March 20. A maximum of 50 school and public librarians will be selected, with the intent of maintaining a balance between the two types of libraries and geographic representation. Attendees will be notified of their selection in April.

Additional information may be obtained from Ron Winner or Karen Egan at 1-800-665-5576, ext. 1. The announcement and application are located at: http://www.cyberdriveillinois.com/departments/library/w hats_new/2008institute.html.
The Ongoing Struggle: Balancing of Students’ Education Rights v. Students’ Safety

The Illinois State Bar Association is hosting an upcoming workshop entitled “The Ongoing Struggle: Balancing Students’ Education Rights v. Student Safety” on Friday, Feb. 22 in Hoffman Estates.

The workshop will feature a series of practical constitutional debates between school district attorneys and attorneys who represent student interests. This is going to be a very unique and entertaining event and may be of interest to teachers, administrators and ROEs. Additional information, including registration and fees, is available online at http://www.isba.org/lawed/2008/studentsrights02/.

Teacher Resources

Lincoln Library Workshop for Teachers

President Lincoln invites Illinois teachers to join him for an exciting morning at the Abraham Lincoln Presidential Library and Museum in Springfield. The event is scheduled from 8:30 a.m. to 1 p.m., Thursday, March 13.

Join the Illinois Council on Economic Education and the Federal Reserve Banks of Chicago and St. Louis for a teacher workshop, “Abraham Lincoln and the $5 Note.” Learn about the newly redesigned $5 note, being officially unveiled that day. And watch fifth grade students make the first purchase in Illinois with the new $5 bill – buying from Mr. Lincoln himself!

Teachers who attend this workshop will receive continental breakfast and lunch, lessons and materials for teaching about the new $5 note and Lincoln, and materials for teaching about money, the Federal Reserve, banking and more. Continuing professional development credit is available.

To register, call or e-mail Carol Manning at 217-558-8929 or carol.manning@illinois.gov. Once you are registered, you will receive a confirmation letter, map and parking information. Space is limited.

This workshop is sponsored by the Abraham Lincoln Presidential Library and Museum, the Federal Reserve banks of Chicago and St. Louis, the Board of Governors of the Federal Reserve System, and the Illinois Council on Economic Education. For a copy of the workshop invitation, go to http://www.econed-il.org/icee/docs/2008/lincoln_flyer.pdf.

Those Who Excel Nomination Forms Available

Do you have an outstanding educator, administrator, staff member or team that deserves statewide public recognition? Should one of your teachers become the 2008-2009 Illinois Teacher of the Year? If the answer is yes then you need to nominate him or her for the Those Who Excel awards program. Nomination forms can be found online at http://www.isbe.net/2008/那些_who_excel.htm. Nominations are due Friday, May 16. If you have questions please contact Ann Muraro-Lacopo, Public Information, at 217-782-4648 or amuraro@isbe.net.

History Teacher of the Year

Preserve America and the Gilder Lehrman Institute of American History is proud to announce the fifth annual History Teacher of the Year Award honoring outstanding teachers of American History across the country.

To nominate a teacher, send an email to moses@gilderlehrman.org with the teacher’s name, school and a short paragraph describing why the teacher is exceptional. Winners are selected from each of the fifty states, the District of Columbia, the Department of Defense schools and US Territories. Each winner receives $1,000 and a collection of history books and educational resources is donated to his or her school’s library. These state winners become finalists for the National History Teacher of the Year.

This program is sponsored by Preserve America and the Gilder Lehrman Institute of American History. Guidelines can be found on the Illinois State Board of Educations website at http://www.isbe.net/curriculum/Default.htm. For more information please visit: www.gilderlehrman.org/teachers/student8.html or contact Mike Hatfill, Curriculum & Instruction, at 217-557-7323 or by e-mail at dhatfill@isbe.net.

Illinois Arts Council asks for FY09 Arts-In-Education residency applications

The Illinois Arts Council encourages all Illinois schools and eligible not-for-profit organizations to apply for the
Fiscal Year 2009 (FY09) Arts-in-Education (AIE) Residency Program. AIE Residency Program grants provide support for Illinois artists’ residencies in schools and communities statewide. Residencies range from two weeks to six months in duration, and are available to eligible primary and secondary educational institutions, community colleges, and local arts and community organizations, as well as four-year colleges and universities if the residency involves the local K-12 student population.

The deadline for the FY09 AIE Residency Program is **Saturday, March 1**. This cycle includes projects taking place between October 1, 2008 and August 31, 2009. Applications are reviewed by Illinois Arts Council staff or an advisory panel. The Illinois Arts Council website ([www.state.il.us/agency/iac/](http://www.state.il.us/agency/iac/)) now offers online versions of the Arts-in-Education Guidelines, Application, and Artists Roster. The online Artists Roster is an interactive, searchable database, providing all the information in the printed roster as well as direct links to many of the artists’ professional websites.

For more information regarding Illinois Arts Council programs, and to sign up for the Illinois Arts Council newsletter, please visit their website at [www.state.il.us/agency/iac/](http://www.state.il.us/agency/iac/) or call 312-814-6750; toll-free in Illinois 800-237-6994; TTY 888-261-7957 for individuals who have hearing or voice impairments. You can also e-mail the Illinois Arts Council at iac.info@illinois.gov.

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**Grant & Award Opportunities**

**Bridging the Digital Divide Program**

The Illinois Department of Commerce and Economic Opportunity announce the release of the Digital Divide Grant Program 2008 application. The immediate goal of the Program is to increase access to computers and technology training in low-income communities. Under this program, the Department is authorized to make grants to support Community Technology Centers. The application deadline is **Friday, February 15**.

The Department seeks applications from Community Technology Centers located in and serving "eligible communities". An eligible community is a community in which not less than 40% of students are eligible for a free or reduced price lunch under the national school lunch program, or in which not less than 30% of students are eligible for a free lunch under the national school lunch program. Community Technology Centers include public hospitals, libraries, park districts, state educational agencies, local educational agencies, institutions of higher education, public and private nonprofit or for-profit educational organizations. In addition to being an eligible entity, a CTC must provide computer access and educational services to the public at least twelve (12) hours each week. Please refer to the application for complete eligibility requirements.

The maximum grant award allowed under the Digital Divide Law is $75,000 per Fiscal Year. The Department will fund both equipment and training costs under this program. Funds may be used to provide training services and activities that use technology to improve academic achievement, career development, and adult education. Grant funds may also be used for equipment, software, and other networking capabilities.

Copies of the funding application may be obtained via download on the Department's web site at [http://www.illinoisbiz.biz/dceo/Bureaus/Technology/Technology+Grants+Programs/1-Eliminate+the+Digital+Divide.htm](http://www.illinoisbiz.biz/dceo/Bureaus/Technology/Technology+Grants+Programs/1-Eliminate+the+Digital+Divide.htm). Printed copies of the application are available upon request. Questions and requests pertaining to this program should be directed to John Barr, Illinois Department of Commerce and Economic Opportunity, 100 West Randolph Suite 3-400, Chicago, IL 60601. He can be reached at 312-814-2259 or by e-mail at john.w.barr@illinois.gov.

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**Employment Opportunities**

**ISBE External Vacancy List**

An External Vacancy List for the Illinois State Board of Education is available at: [http://www.isbe.net/hr/Default.htm](http://www.isbe.net/hr/Default.htm).

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**In the News**

**Weekly news clips**

ISBE has posted highlights from last week’s education news clips at: [http://www.isbe.net/news/2008/newsclips/080201.htm](http://www.isbe.net/news/2008/newsclips/080201.htm).